



## FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

### PERSONNEL SUPERVISOR I

<b>SALARY RANGES</b>	<b>\$3824 - \$4788</b>
<b>TENURE/TIME BASE</b>	<b>Permanent, Full Time</b>
<b>PROGRAM/DEPARTMENT</b>	<b>Personnel Transactions</b>
<b>FINAL FILING DATE</b>	<b>Until Filled</b>

**DESCRIPTION OF DUTIES:** Under the direction of the Personnel Supervisor II, the Personnel Supervisor I is responsible for the entire Personnel Transactions Program at Fairview Developmental Center. Duties include, but are not limited to the supervision of 10 Personnel Transactions staff, and the interpretation and administration of the relevant laws and rules of the State Personnel Board, Department of Personnel Administration, and various union contracts. The incumbent is also responsible for record keeping, certification, payroll and personnel documentation in the transactions area. Responsible for all benefits programs, the Workers Compensation Program, and the Non-Industrial Program. Train and direct all transactions staff; able to speak and write effectively. Other duties as assigned.

**WHO MAY APPLY:** Candidates with list and transfer eligibility for the classification will be considered. Seeking a candidate with strong organizational skills including extensive personnel and payroll processing experience. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment will be subject to Department Restriction of Appointment (DROA), State Restriction of Appointment (SROA)/Surplus, Re-employment List Procedures, pre-employment physical, and fingerprint clearances. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website [www.calhr.ca.gov](http://www.calhr.ca.gov). **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

***\*Only applications with original signatures will be accepted\****

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:**

FAIRVIEW DEVELOPMENTAL CENTER  
TESTING OFFICE, ROOM 211  
2501 HARBOR BLVD.  
COSTA MESA CA 92627  
(714) 957-5255

**IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.**

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.